



## RQIA Board Meeting

Date of Meeting	18 February 2015
Title of Paper	Public Session Minutes
Agenda Item	2
Reference	Min / Jan15 / public
Author	Hayley Barrett
Presented by	Dr Alan Lennon
Purpose	To share with Board members a record of the previous meeting of the RQIA Board.
Executive Summary	The minutes contain an overview of the key discussion points and decisions from the Board meeting on 21 January 2015.
FOI Exemptions Applied	None
Equality Impact Assessment	Not applicable
Recommendation/ Resolution	The Board is asked to <b>APPROVE</b> the minutes of the Board meeting of 21 January 2015.
Next steps	The minutes will be formally signed off by the Chairman and will be uploaded onto the RQIA website.



## **PUBLIC SESSION MINUTES**

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### **RQIA Board Meeting**

**Meeting Room 3, MDEC Building, Altnagelvin Hospital, WHSCT**

**21 January 2015, 1.00pm**

#### **Present**

Dr Alan Lennon OBE (Chair)  
Stella Cunningham  
Sarah Havlin  
Dr John Jenkins CBE  
Seamus Magee  
Gerry McCurdy  
Daniel McLarnon  
Norman Morrow  
Patricia O'Callaghan  
Denis Power  
Lindsey Smith

#### **Officers of RQIA in attendance**

Glenn Houston (Chief Executive)  
David Stewart (Director of Reviews and Medical  
Director)  
Maurice Atkinson (Director of Corporate Services)  
Kathy Fodey (Director of Regulation and Nursing)  
Theresa Nixon (Director of Mental Health, Learning  
Disability and Social Work)  
Stuart Crawford (Planning & Corporate  
Governance Manager)  
Hayley Barrett (Board and Executive Support  
Manager)  
William Norris (Office Manager)

#### **Apologies**

Mary McColgan OBE  
Robin Mullan

#### **1.0      Agenda Item 1 - Welcome and Apologies**

1.1      The Chairman welcomed all Board members to the meeting. Apologies were noted from Professor Mary McColgan and Mr Robin Mullan.

#### **2.0      Agenda Item 2 - Minutes of the meeting of the Board held on 13 November 2014 (min/Nov14/public)**

2.1      The Board **APPROVED** the public session minutes of the Board meeting held on Thursday 13 November.

#### **3.0      Agenda Item 3 - Matters arising from minutes**

3.1      The Director of Reviews and Medical Director informed Board members that Trusts have provided an update of their actions taken forward from reviews that had taken place in 2012/13. A short paper will be presented at the March Board meeting describing the regional recommendations.

3.2      Board members noted that all other actions from the previous Board meeting on 13 November 2014 are now completed. Action 75 will be

actioned at the next Audit Committee meeting on 26 February 2015. The Director of Mental Health, Learning Disability and Social Work noted that in relation to action 71 all contracts have now been signed, except one.

**4.0 Agenda Item 4 - Declaration of Interests**

4.1 The Chairman asked Board members if, following consideration of the agenda items, any interests were required to be declared in line with Standing Orders. No declarations of interests were made.

**5.0 Agenda Item 5 - Chairman's Report (B/01/15)**

5.1 The Chairman invited comments on his report from Board members.

5.2 The Chairman informed Board members that the Guidelines and Audit Implementation Network (GAIN) functions and resources will transfer to RQIA during early 2015.

5.3 The Chairman informed Board members of the recent accountability meeting with the Permanent Secretary. He advised that the minute of the meeting would be shared with Board members once received.

5.4 The Chairman informed Board members that the terms of reference for a review of administrative function of Arm's Length Bodies have been agreed by the Minister.

**5.5 Resolved Action (76)**

**The Chief Executive will provide a list of Memorandums of Understanding and Information Sharing Agreements to all Board members at the next Board meeting.**

5.6 The Board NOTED the Chairman's Report.

**6.0 Agenda Item 6 - Chief Executive's Report (C/01/15)**

6.1 The Chief Executive invited comments on his report from Board Members and noted the change of format from previous versions.

6.2 Board members noted that feedback from previous provider roadshows was very positive and questioned why they had been discontinued. The Director of Regulation and Nursing informed Board members that due to financial and workload pressures, the provider roadshows will not take place this year. The Director of Regulation and Nursing informed Board members that provider organisations have organised events for their membership and have invited RQIA to participate.

6.3 The Chief Executive informed Board members that the response to Mr Toogood, Director of Finance, DHSSPS made on 5 December 2014 outlining RQIA's Efficiency Savings Proposals was attached as an appendix to the report. The Chief Executive referred to the proposals to

achieve further reductions of 5%, 10% and 15%. He indicated that these measures accounted to cuts in services with a commensurate reduction in activity.

**6.4 Resolved Action (77)**

**The Chief Executive to consider the addition of quantitative information to the dashboard to highlight workload pressures.**

6.5 The Board **NOTED** the Chief Executive's Report.

**7.0 Agenda Item 7 – Director of Regulation's Report (D/01/15)**

7.1 The Director of Regulation and Nursing presented the Regulation Report to Board members. This report is presented in three separate sections, Registration, Inspection and Enforcement.

7.2 Board members raised the issue of planned inspections that were not completed within the designated timeframe. Currently these are moved into the next quarter but inspection totals will then be in excess of the scheduled totals of inspections for that quarter.

**7.3 Resolved Action (78)**

**Director of Regulation and Nursing to consider the addition of information within this report to detail planned inspections not completed within the designated timeframe.**

7.4 The Director of Regulation and Nursing confirmed that there is no further update in relation to appeals to the Care Tribunal. Board members recommended that the Department of Legal Services should be asked to write to the Care Tribunal requesting an explanation for the delay.

7.5 Board members raised the issue of how to recognise good practice across the sectors.

7.6 Board members noted an improvement in enforcement action for the month of November 2014.

7.7 Board members **NOTED** the Director of Regulation's Report.

**8.0 Agenda Item 8 – Landscape Review (E/01/15)**

8.1 The Chief Executive informed Board members that the paper provides an outline of the key findings of the DHSSPS commissioned Review of RQIA, conducted by RSM McClure Watters. The report contains 26 recommendations, some of which require amendments to the regulations.

8.2 The Chief Executive informed Board members that DHSSPS (Sponsor Branch) has asked RQIA to prepare an action plan by 31 March 2015 addressing the reports recommendations. The action plan will be

shared with the Audit Committee and Board members before submission to DHSSPS.

**8.3 Resolved Action (79)**

**Action plan of recommendations to be prepared and disseminated to the Audit Committee and Board members before submission to DHSSPS.**

8.4 Board members **NOTED** the Landscape Review.

**9.0 Agenda Item 9 – Finance Report (F/01/15)**

9.1 The Director of Corporate Services informed Board members that RQIA is forecasting breakeven subject to receiving the necessary non-recurring funding for additional reviews carried out in 2014/15. The Director of Corporate Services informed Board members that this years allocation is net of a 2.5% in-year non-recurring reduction.

9.2 The Director of Corporate Services informed Board members that as at end of December 99.8% of Fee income has been received.

9.3 The Director of Corporate Services informed Board members that a total of £188K is still outstanding for two commissioned reviews, although the Department has indicated that they will be funded.

**9.5 Resolved Action (80)**

**Chief Executive to write to DHSSPS requesting confirmation of the outstanding funding for review activities.**

9.6 Board members **NOTED** the Finance Report.

**10.0 Agenda Item 10 – RQIA Corporate Strategy 2015-18 (G/01/15)**

- **Public Consultation on RQIA's Corporate Strategy 2015-18 Summary of Feedback**
- **RQIA Corporate Strategy 2015-18**

10.1 The Director of Corporate Services informed Board members that the RQIA Corporate Strategy 2015-18 requires Board approval following a 12 week period of formal consultation. Six pre-consultation events were held across Northern Ireland, the events were well attended and the seven written responses received had helped shape the draft strategy.

10.2 The Director of Corporate Services informed Board members that the development of the strategy was overseen by a Strategy Steering Group which included five Board members.

10.3 The Director of Corporate Services explained that the strategy is structured on the three outcomes of safe, effective and compassionate care, and seven strategic themes. The strategy will be shared with DHSSPS and DFP. Following approval from DHSSPS and DFP, the corporate strategy will be published and made available to staff and key

stakeholders.

- 10.4 Following extensive discussion of the Corporate Strategy Board members proposed a number of amendments. The Director of Corporate Services advised Board members that these amendments would be considered during finalisation of the Corporate Strategy 2015-18.
- 10.5 The Director of Corporate Services informed Board members that a draft copy of the RQIA Business Plan will be brought to the next Board meeting in February.
- 10.6 The Chairman recommended that the next meeting of the Board should be focussed on the development of the 2015/16 Business Plan and a progress review of actions arising from the 2014/15 Business Plan. All Board members were in agreement.
- 10.7 **Resolved Action (81)**  
**The next meeting of the Board will focus on the development of the 2015/16 Business Plan and a review of actions arising from the Business Plan 2014/15.**
- 10.8 Board members **NOTED** the Public Consultation on RQIA's Corporate Strategy 2015-18 - Summary of Feedback and **APPROVED** RQIA's Corporate Strategy 2015-18.
- 11.0 **Agenda Item 11 - Quality Improvement Steering Group (H/01/15)**
- 11.1 The Chair of the Quality Improvement Steering Group commented that the steering group has made excellent progress in a short period of time. The Chair complemented the work of the Regulation Directorate Improvement Plan, outlining six individual work streams.
- 11.2 A Board member asked how the organisation can improve the quality of current workstreams and also new areas of work. The Director of Corporate Services informed Board members that increasing numbers of staff are receiving PRINCE 2 methodology training. A Board member stated that in order to maintain quality, the organisation must prioritise key areas of work. Another Board member commented that quality improvement is a process of education both for management and staff.
- 11.3 Board members **NOTED** the update from the Chair of the Quality Improvement Steering Group.
- 12.0 **Agenda Item 12 – RQIA Three Year Review Programme 2015-18 (I/01/15)**
- **RQIA Response Document on the Consultation of the RQIA Three Year Review Programme 2015-18**
  - **RQIA Three Year Review Programme 2015-18**

- 12.1 The Director of Reviews and Medical Director informed Board members that the RQIA Three Year Review Programme 2015 – 18 had been issued for public consultation from August to October 2014. The objective was to obtain stakeholder views and there were 12 written responses all of which were generally supportive of the proposed programme.
- 12.2 The Director of Reviews and Medical Director informed Board members that the public consultation had resulted in some alterations to the programme.
- 12.3 The Director of Reviews and Medical Director informed Board members that the Three Year Review Programme 2015-18 outlines the reviews to be undertaken on a year by year basis during the period. It provides summary descriptions of the areas which each individual review will cover.
- 12.4 The Director of Reviews and Medical Director informed Board members that the final published document will include descriptions of the six DHSSPS commissioned reviews.
- 12.5 Board members **NOTED** the RQIA Response Document on the Consultation of the RQIA Three Year Review Programme 2015-18 and **APPROVED** RQIA's Three Year Review Programme 2015-18.
- 13.0 Agenda Item 13 – Part IV Medical Practitioners (J/01/15)**
- **Update to Policies and Procedures**
  - **Annual Panel Update**
- 13.1 The Director of Mental Health, Learning Disability and Social Work introduced her report and invited comments from Board members. The Director of Mental Health, Learning Disability and Social Work informed the Board that a number of proposed amendments have been made to the Part IV Medical Practitioners Update to Policies and Procedures and the Annual Panel Update documents.
- 13.2 Board members **APPROVED** the Part IV Medical Practitioners Update to Policies and Procedures and the Annual Panel Update.
- 14.0 Agenda Item 14 – Review the results of the Board Effectiveness and Performance Management Survey (L/01/15)**
- 14.1 The Chairman welcomed comments on the Board Effectiveness and Performance Management Survey from Board members. The Chairman informed Board members that the Board Governance Self-Assessment Tool will be emailed to them for comments following this meeting and will be discussed at the March Board meeting.
- 14.2 **Resolved Action (82)**  
**The Board Governance Self-Assessment Tool to be brought to**

**March Board meeting for discussion.**

- 14.3 Board members raised whether the Appointments and Remuneration Committee will consider succession planning. The Director of Corporate Services indicated that this would be addressed in the revised HR&OD Framework Strategy 2015/16.
- 14.4 Board members **NOTED** the Review of the results of the Board Effectiveness and Performance Management Survey.

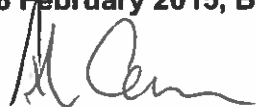


- 15.0 **Agenda Item 15 – Update to Standing Orders (M/01/15)**
- 15.1 The Director of Corporate Services introduced the proposed changes to Standing Orders and advised that these were presented to the Audit Committee on 16 October 2014.
- 15.2 Board members **APPROVED** the Update to Standing Orders.
- 16.0 **Any Other Business**
- 16.1 As there was no further business the Chairman brought the public session of the Board to a close at 4.15pm.
- 16.2 **Resolved Action (83)**  
**Chairman to clarify the time of commencement of the February Board meeting.**

**Date of next meeting:**

**Wednesday 18 February 2015, Boardroom, RQIA.**

Signed

  
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**Dr Alan Lennon**  
**Chairman**

Date

24th Feb 2015

### Board Action List

<b>Action number</b>	<b>Board meeting</b>	<b>Agreed action</b>	<b>Responsible Person</b>	<b>Date due for completion</b>
34	14 November 2014	A paper on the implementation of RQIA recommendations following Review Reports will be provided to Board meeting.	Chief Executive	25 March 2015
75	13 November 2014	Ongoing actions on the Audit Committee action list should be amended to detail a date for completion	Chair of Audit Committee	26 February 2015
76	21 January 2015	The Chief Executive will provide a list of Memorandums of Understanding and Information Sharing Agreements to all Board members at the next Board meeting.	Chief Executive	18 February 2015
77	21 January 2015	The Chief Executive to consider the addition of quantitative information to the dashboard to highlight workload pressures.	Chief Executive	25 March 2015
78	21 January 2015	Director of Regulation and Nursing to consider the addition of information within this report to detail planned inspections not completed within the designated timeframe.	Director of Regulation and Nursing	25 March 2015
79	21 January 2015	Action plan of recommendations to be prepared and disseminated to the Audit Committee and Board members before submission to DHSSPS.	Chief Executive	25 March 2015
80	21 January 2015	Chief Executive to write to DHSSPS requesting formal confirmation of the outstanding funding for review activities.	Chief Executive	25 March 2015
81	21 January 2015	The next meeting of the Board will focus on the development of the 2015/16 Business Plan and a review of actions arising from the Business Plan 2014/15.	Chairman	18 February 2015

82	21 January 2015	Board Governance Self-Assessment Tool to be brought to March Board meeting for discussion.	Chairman	25 March 2015
83	21 January 2015	Chairman to clarify the time of commencement of the February Board meeting.	Chairman	18 February 2015

